Provider Guide to HHS Accelerator Reports
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Overview of HHS Accelerator Reports

The HHS Accelerator System is the centralized procurement and contract financial management tool for New York City’s Client and Community Service providers.

Client and Community Service (CCS) providers deliver vital services to New York City residents in need through thousands of contracts administered by the City of New York annually. The HHS Accelerator team has been dedicated to improving the business relationship between providers and City Agencies through:

- Collaboration with City Agencies to standardize and simplify Requests for Proposals (RFPs);
- A prequalification process where providers only need to share their basic organizational profile and submit critical background documents once every three years;
- Electronic issuance of Requests for Proposals (RFPs) and paperless submission of proposals;
- Electronic submission of budgets and invoices;
- Consolidated view of human services contract financial data and provider activity;
- Increased transparency for providers and Agencies, allowing providers to track the status of all procurements, proposals, contracts, budgets, invoices, payments and amendments in the system.

HHS Accelerator Reports is a new module that displays data dashboards and tables to highlight provider activity in the system.

HHS Accelerator Reports visualized and details activity data for your organization available in the following reports:

1. Financials: Funding Summary
2. Financials: Budget Utilization
3. Financials: Budget Category Utilization
4. Financials: Receivables
5. Financials: Advance Recoupment Status
6. Procurements: Proposal Summary
Utilizing HHS Accelerator Reporting Functionality

Navigate to the Reporting Module

1. Click the “Reports” icon to navigate to the Reporting Module.
Please note that if your organization does not have contracts in HHS Accelerator Financials in the selected fiscal year, this page will not populate with any data.

The default view for HHS Accelerator Reports is to display the Financial Reports Summary Tab for the current fiscal year.

1. To view the financial summary information for a different fiscal year, select the “Fiscal Year” from the drop down menu.

2. To view a standalone detailed report, select the report from the “Jump To” drop down.

3. Or, click “View Detailed Report” next to the report dashboard on the Reports Homepage.

The Catalog of Reports section of this guide will go into detail about each financial and procurement report.

4. Click the “Procurement Reports” tab to view reports from the Procurements Module.
Filter a Report

Filtering allows you to target your search and quickly modify data displayed on each report.

1. Click the “Filter Report” button to access the filter menu.

   The filter menu displays a number of options for filtering displayed reports.

2. Select criteria to filter the report, and then click “Filter.”
Hover Tool Tips

If you hover your cursor (but do not click) over an item in a report, a small box with information about the data point will appear.

1. Hover over a line or data point displayed in any report and further information will display.
View Detailed Report

The default view of the Reports Homepage is the summary for each report in the current fiscal year. Each report can also be viewed in detail, and a CSV export of the data is available.

1. Click the “View Detailed Report” button for the full report.
Export Detailed Report

Each detailed report page includes a data table on screen as well as an export option to generate a CSV file with additional data fields.

1. Click “Export Detailed Report” to initiate download of the CSV file to your computer.

Please note that if you applied a filter to the report, the CSV file will contain the data filtered to this criteria.

The file will download in CSV format, but you may save it to your computer as an Excel file.
Navigate between Reports

1. Click the “Jump To” drop-down to quickly navigate to a different report.

2. Re-apply filters to the new detailed report page as needed.
Catalog of Reports

Financials: Funding Summary Report

The Funding Summary Report provides the aggregate value of your organization’s Contract Budgets for Contracts that are Pending Registration or Registered, and Amendment Budgets for pending Amendments that have been initiated in the system. Contract and Amendment amounts will display for the selected Budget Fiscal Year. Pending Budget Modifications, Updates, and Amendments will not be included in the City Budget amount until they are approved and merged with the Contract Budget.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>a.</strong></td>
<td>The number of Agencies with which your organization has Contracts.</td>
</tr>
<tr>
<td><strong>b.</strong></td>
<td>The number of Agency Programs for which your organization has Contracts.</td>
</tr>
<tr>
<td><strong>c.</strong></td>
<td>The number of Contracts with funding in the selected Fiscal Year.</td>
</tr>
<tr>
<td><strong>d.</strong></td>
<td>The total value of Contract Budgets in the selected Fiscal Year.</td>
</tr>
<tr>
<td><strong>e.</strong></td>
<td>The total value of Amendment Budgets for pending Amendments in the selected Fiscal Year.</td>
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<tr>
<td><strong>f.</strong></td>
<td>The Fiscal Year for which data is filtered in the Funding Summary report.</td>
</tr>
<tr>
<td><strong>g.</strong></td>
<td>Click “View Detailed Report” to access the full report and corresponding CSV file.</td>
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Financials: Funding Summary Detailed Report

**a.** Funding Summary data for your organization.

**b.** The total value of Contract Budgets in the selected Fiscal Year.

**c.** The total value of Amendment Budgets for pending Amendments in the selected Fiscal Year.

**d.** Detail of the data that populates the Funding Summary Report.

**e.** The “Export Detailed Report” button allows your organization to export detailed data to a CSV file.
Financials: Budget Utilization Report

The Budget Utilization Report provides the aggregate budgeted, invoiced and disbursed amounts for the selected Budget Fiscal Year. Only payments in Disbursed status are considered for this report. Payments are reflected in the month of disbursement. Pending Budget Modifications, Updates, and Amendments will not be included until they are merged with the Contract Budget.

- **Budget Utilization** data for your organization for the Fiscal Year.
- **Total** value of Budgets in Active status in the selected Fiscal Year.
- **Total** value of Invoices in Pending Approval and Approved status in the selected Budget Fiscal Year.
- **Total** value of Invoice and Advance payments in Disbursed status in the selected Budget Fiscal Year.
- This grid displays the details of Budget Utilization data for the Fiscal Year by Contract Level.
- Click on the “Invoice Level” tab to see the Budget Utilization data at an Invoice level.
- The “Export Detailed Report” button allows you to export the detailed data to a CSV file. Click on the Contract Level or Invoice Level tab to export the corresponding data.
Financials: Budget Category Utilization Report

The Budget Category Utilization Report provides the aggregate of the budgeted and invoiced amounts per budget category for the selected Budget Fiscal Year. Only Budgets in Active status are considered for this report. Pending Budget Modifications, Updates, and Amendments will not be included until they are merged with the Contract Budget.

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<th>Description</th>
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<tr>
<td>a.</td>
<td>Budget Category Utilization data for your organization for the selected Fiscal Year.</td>
</tr>
<tr>
<td>b.</td>
<td>Total value of Budgets in Active status and total Program Income in the selected Fiscal Year.</td>
</tr>
<tr>
<td>c.</td>
<td>Total value of Budgets in Active status in the selected Fiscal Year.</td>
</tr>
<tr>
<td>d.</td>
<td>Total value allocated to Program Income for Budgets in Active status in the selected Fiscal Year.</td>
</tr>
<tr>
<td>e.</td>
<td>This grid displays the details of Budget Category Utilization data in the selected Fiscal Year.</td>
</tr>
<tr>
<td>f.</td>
<td>The “Export Detailed Report” button allows your organization to export the detailed data to a CSV file.</td>
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Financials: Receivables Report

The Receivables Report shows the aggregate amount of Invoices and Advances that are not disbursed.

Receivables Report for the Fiscal Year.

- Invoices Pending Submission is the value of Invoices in Pending Submission status.
- Invoices Pending Approval is the value of Invoices in Pending Approval status.
- Invoices Returned for Revision is the value of Invoices in Returned for Revision status.
- Advances Pending Approval is the value of Advances in Pending Approval status.
- Total Assignments is the value of assignment amounts for Approved Invoices and Advances that have not yet been paid.
- Proposed Payments to Provider is the (value of Approved Invoices that have not yet been paid, excluding advance recoupment amounts + value of Approved Advances that have not yet been paid) – Total Assignments
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<th>Description</th>
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<tr>
<td>b.</td>
<td>Value of Approved Invoices that have not yet been paid, excluding advance recoupment amounts that may have been added to Invoices.</td>
</tr>
<tr>
<td>c.</td>
<td>Value of Approved Advances that have not yet been paid.</td>
</tr>
<tr>
<td>d.</td>
<td>Total Proposed Payments to Providers for the selected Budget Fiscal Year.</td>
</tr>
<tr>
<td>e.</td>
<td>This grid displays the details of Receivables data for the selected Budget Fiscal Year.</td>
</tr>
<tr>
<td>f.</td>
<td>The “Export Detailed Report” button allows your organization to export the detailed data to a CSV file.</td>
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Financials: Advance Recoupment Status Report

The Advance Recoupment Report shows the aggregate amount of disbursed Advances along with cumulative monthly Advance Recoupments.

(a) Advance Recoupment data for the Budget Fiscal Year.

(b) Total value of Advances in Disbursed status in the selected Budget Fiscal Year.

(c) Total value of Advance Recoupments on Invoices in Approved status in the selected Budget Fiscal Year.

(d) Difference between the Total Advanced Amount and Advances Recouped in the selected Budget Fiscal Year.

(e) This grid displays the details of Advance Recoupment data for the Budget Fiscal Year.

(f) The “Export Detailed Report” button allows your organization to export the detailed data to a CSV file.
Procurements: Proposal Summary Report

The Proposal Summary report shows the aggregate amount of procurement proposals in closed status.

- **a.** The Proposal Summary report shows the aggregate amount of procurement proposals in closed status.
- **b.** Average Score received on proposals.
- **c.** Rate of Selection on proposals submitted.
- **d.** This grid displays the details of Proposals Submitted and selection status.
- **e.** The “Export Detailed Report” button allows your organization to export the detailed data to a CSV file.